

Administrative Internship Programs Awards Handbook

Created: June 2007

Revised: July 2011

Table of Contents

General Award Information	3
Purpose of this Handbook	
Purpose of the Administrative Internship Programs Awards	
Nature and Presentation of the Awards	
Nomination and Selection Information	3
Overview of the Nomination Process	
Guidelines and Tips for Writing the Nomination Justification	
Selection Process	
ATC Intern Awards Committee Information	4
Preparing for the Graduation Ceremony	
ATC Intern Awards Committee	
Roles and Responsibilities of Internship Program Managers	
Intern Awards Summary	6
Intern Leader Award	
Intern Innovator Award	
Intern Collaborator Award	
Appendix: Nomination Form	10

GENERAL AWARD INFORMATION

Purpose of this Handbook:

This handbook provides guidance for the preparation and submission of the Awards nominations process for the NIH Administrative Training Committee (ATC Administrative Internship Programs including the Administrative Fellows (AF), Emerging Leaders (EL), Management Intern Program (MI) and the Presidential Management Fellows (PMF). This document offers clarification and specific descriptions of the different award categories, with an outline of the criteria associated with each award. Managers, supervisors, and mentors are encouraged to consider the varied and detailed assignments inherent in the internship experience when applying the specific criterion for each award and describe explicit accomplishments and contributions in the context of their impact on the organization, program, or office.

Purpose of the Administrative Internship Programs Awards:

Federal agencies increasingly look to Internship programs to identify and groom future Federal government leaders; however, there are currently limited opportunities for graduating Interns and Fellows involved with these programs to receive formal recognition for outstanding contributions and demonstrated leadership at NIH. A significant part of each development program provides for opportunities for the internship participants to refine skill sets and expand competencies in numerous areas through rotations, defined learning plans, mentoring/coaching guidance, and volunteer activities. The purpose of the NIH Administrative Internship Programs Awards is to recognize the outstanding contributions graduating Administrative Interns make to the NIH community and the Federal government.

The nomination categories for Administrative Intern Awards include:

Intern Collaborator Award

Intern Innovator Award

Intern Leader Award

Nature and Presentation of the Awards:

These honorary awards are in the form of a certificate plaque with acknowledgement of the noteworthy achievements. The ATC Chairperson presents the award to the recipients of each category at the annual Intern Graduation Ceremony. The graduation ceremony is hosted by the Administrative Training Committee in the fall of each year.

NOMINATION & SELECTION PROCESS

Overview of the Nomination Process:

The nomination period opens with an e-mail call for nominations announcement from the ATC Intern Awards Committee Chairperson (ATC Past Chair). The announcement is sent to IC coordinators, program managers, intern supervisors, mentors and interns to promote the nomination process and inform the Intern communities of the opportunities for recognition. The announcement specifies the names of the graduating Interns eligible for recognition and other pertinent facts relating to the Awards. Only graduating Interns affiliated with one of the Administrative Internship Programs at NIH [*i.e.*, *Administrative Fellows (AF)*, *Emerging Leaders (EL)*, *Management Interns (MI)*, and *Presidential Management Fellows (PMF)*] are eligible to be nominated for these awards.

Nominations **must be submitted electronically** using the Administrative Intern Program Awards nomination form. An electronic version of the nomination form may be found at the following link: <http://trainingcenter.nih.gov/Internawards>. Nominations can be submitted electronically via the website or sent to the Executive Secretary of the ATC via email to Internawards@mail.nih.gov. The Executive Secretary is responsible for collecting materials for the Intern Awards Committee and responding to questions regarding the awards. All questions should be submitted to the Executive Secretary.

Guidelines for Writing the Nomination Statement:

Nomination statements must be in writing and submitted electronically to the Executive Secretary of the ATC using the nomination form provided. **Submissions must be received by 5:00 p.m. on the closing date and must not exceed one typewritten page.**

The narrative justification should focus on the nominee's accomplishments and contributions as they relate to the specific award criteria. The justification should be comprehensive with a clear depiction of the accomplishments using detailed examples. Cited actions, their impact and significance are important and should be stated prominently. A neutral party should be able to read the narrative and, based on the justification alone, understand the reason for the proposed award and determine award recipients.

Provide enough detail in the nomination form to allow the selection committee to accurately evaluate the nominee's work. Use language that is written for the lay-person; avoid jargon and acronyms. Nomination forms are limited to one typewritten page in total and any part exceeding this constraint will not be reviewed by the Committee.

Nominators are encouraged to save the completed document using the following format: Nominee Name-Award Category-Date [Example: JSmith-Intern Innovator-2011].

Selection Process:

The ATC Intern Awards Committee is responsible for the oversight of the awards process and selection of all award recipients. The Committee is comprised of a Chair (the Past Chair of the ATC) and at least one representative from each of the ATC program subcommittees [e.g. Administrative Fellows (AF), Emerging Leaders (EL), Management Interns (MI), and Presidential Management Fellows (PMF)].

At the discretion of the Chair, the Immediate Past Chair of the ATC Intern Award Committee may be invited to serve on the ATC Awards Committee in an advisory capacity. The Chair will assist the Subcommittee as needed, and in the event of a tie will cast the deciding vote for the final selection.

The Committee reviews the nominations and selects award recipients for each award category (e.g. Intern Collaborator, Intern Innovator, and Intern Leader). Each category can be awarded up to two recipients from across the Intern Programs (AF, MI, EL, and PMF). Interns can receive single nominations in any and all categories, although multiple individual nominations in any one category will not be considered by the committee.

From the close of the nomination period until the end of August, the ATC Intern Awards Committee will:

- Review the individual nomination forms of all eligible candidates
- Select up to two recipients each for award category
- Draft a one sentence citation based on the nomination content for the award plaque
- Forward the names of the award recipients to the ATC Chairperson and the Deputy Director of Management (DDM) for concurrence
- Forward the names of all award recipients and their nominators to the Intern Program Manager responsible for coordinating the Intern Graduation Ceremony

ATC INTERN AWARDS COMMITTEE INFORMATION

Preparing for the Graduation Ceremony:

The award selection process must be completed prior to the Intern Graduation Ceremony to allow sufficient time to confirm recipients and finalize the certificate plaques. The Intern Graduation Committee is responsible for assembling the certificate plaques. The Intern Program Manager providing oversight to the Intern Graduation Ceremony will order the award recipient certificate plaques. Certificate plaques are ordered no later than three weeks prior to the Intern Graduation Ceremony.

ATC Intern Awards Committee:

The Chair of the Intern Awards Committee is the Past ATC Chairperson and oversees all the nominations and selection process activities. The Chair notifies members of the ATC Subcommittees of the opportunity to serve on the Awards Committee and support the selection of Intern Awards recipients. If any member of the ATC Intern Awards Committee has a conflict of interest with any nominee, that member shall immediately notify the Chair of the conflict and recuses themselves from the award selection discussion.

The ATC Intern Awards Committee Chairperson (Past ATC Chair) is responsible for:

- Communicating the Call for Nomination email to all pertinent members of the Intern community
- Convening and leading the ATC Intern Awards Committee throughout the selection process
- Forwarding the names of award candidates to the ATC Chairperson and DDM for concurrence
- Forwarding the names of the award recipients, and their nominators, to the Program Manager responsible for providing oversight to the Graduation Committee

The Executive Secretary to the ATC Intern Awards Committee is responsible for:

- Coordinating the data call to graduating Interns for a comprehensive list of contacts associated with the Internship programs (e.g. supervisors, rotational supervisors, mentors, etc.)
- Responding to questions and requests for information regarding the Intern Awards process
- Receiving completed nomination forms
- Sending follow-up thank you/confirmation of nomination receipt email to all nominators

- Vetting nomination forms to ensure eligibility and following up with the nominator accordingly
- Compiling the electronically submitted nomination forms for review by Committee members
- Attending and recording minutes of all ATC Intern Award Committee meetings

(NOTE: If a nomination form is over one page, only the first page of the nomination form will be sent forward to the committee for consideration)

Roles and Responsibilities of Internship Program Managers:

The Internship Program Managers are responsible for:

- Maintaining a comprehensive list of names and email addresses of individuals affiliated with intern activities associated with their respective Intern Program.
- Forwarding the list to the ATC Intern Award Committee Chair before the nomination period opens.

Additionally, the individual Program Manager coordinating the Graduation Committee shall be responsible for:

- Receiving the names of the award recipients and their nominators from the ATC Intern Award Committee Chairperson
- Forwarding the awardees information to the appropriate Graduation Committee subcommittees
- Printing certificates and ordering plaques for awardees
- Advising nominators of their nominee's selection as an award recipient
- Extending an invitation to the nominators to attend the Graduation Ceremony

INTERN AWARDS SUMMARY

Award Category	Intern Collaborator	Intern Innovator	Intern Leader
Description	Viewed by other interns and supervisors as a solid “team player” who has provided significant, valuable input. Routinely provided active and instrumental support in developing or strengthening programs or projects, and may have volunteered for unpopular tasks critical to the success of a program or project	Creation of a novel program, idea or solution that supported or improved the efficiency and operation of the Internship Program or the IC/Office in which they rotated	Demonstrated the skills and passion for leadership through a clear and motivating vision, strong communication skills, and the capacity for influencing others in a respectful and effective way to better the organization
Criteria 1	Team Player	Creativity	Building Coalitions
Criteria 2	Communication	Problem-Solving	Strategic Thinking
Criteria 3	Supporter	Continuous Improvement	Results-Focused/ Visionary
# of Awards Presented	0-2	0-2	0-2
Eligibility	Graduating Interns	Graduating Interns	Graduating Interns
Nominator (Non-Interns)	Any NIH or other Federal employee who has worked directly with the graduating Intern and has direct knowledge of their achievements. <i>(Interns may not nominate themselves or others)</i>	Any NIH or other Federal employee who has worked directly with the graduating Intern and has direct knowledge of their achievements. <i>(Interns may not nominate themselves or others)</i>	Any NIH or other Federal employee who has worked directly with the graduating Intern and has direct knowledge of their achievements. <i>(Interns may not nominate themselves or others)</i>

INTERN COLLABORATOR AWARD

Purpose:

The purpose of this award is to highlight a recipient's participation in and assumption of duties that, while not high profile in nature, were essential to the success of important projects. This award is given to an Intern who routinely played a necessary, supporting role in developing or strengthening the activities of the Internship program, corporate NIH, and/or the IC/office in which they rotated. This individual is viewed as a solid "team player" who has provided significant, valuable input and/or volunteered for tasks critical to the success of programs or projects.

Timeframe Covered by the Award:

Graduating Interns may be nominated for activities/accomplishments that occurred at any point during their Internship program.

Eligibility:

All Interns graduating within the calendar year are eligible to be nominated for this award.

Any NIH staff person or other federal government employee/retiree who has worked directly with a graduating Intern may submit a nomination for this award.

Interns may **not** nominate another Intern, or themselves, for this award. No more than two individuals will be selected to receive the Intern Collaborator Award.

Evaluation Criteria:

Nominations will be evaluated based on the following criteria:

- **Team Player:** The Intern was invested and consistently involved in a multitude of "extra rotational" activities during a specific rotation and/or throughout the course of his/her Internship term.
- **Communication:** The Intern demonstrated consistently clear, concise and effective communication of ideas, concepts, work and assignments. Intern demonstrated the ability to distill complex topics to be easily understandable by all, while also working effectively to solicit and incorporate diverse opinions into final products/recommendations.
- **Supporter:** The Intern played an active, but not always central role, in activities, duties, and tasks necessary to sustain or propel the Internship program, extra-rotational assignment, or IC/office in which they rotated.

INTERN INNOVATOR AWARD

Purpose:

The purpose of the award is to demonstrate a recipient's innovative thinking and creativity in improving the efficiency or operation of the program/IC/office. This award is given to an Intern who created a novel program, solution or idea that supported or improved the efficiency and operation of the Internship program or the IC/office in which they rotated.

Timeframe Covered by the Award:

Graduating Interns may be nominated for activities/accomplishments that occurred at any point during their Internship program.

Eligibility:

All Interns graduating within the calendar year are eligible to be nominated for this award.

Any NIH staff person or other Federal employee/retiree who has worked directly with a graduating Intern may submit a nomination for this award.

Interns may **not** nominate another Intern, or themselves, for this award. No more than two individuals will be selected to receive the Intern Innovator Award.

Evaluation Criteria:

Nominations will be evaluated based on the following criteria:

- ***Creativity:*** The Intern demonstrated the ability to invent and apply novel ideas, approaches or concepts to the present situation.
- ***Problem Solving:*** The Intern demonstrated an extraordinary ability to analyze obstacles and develop solutions to ensure desired outcomes were achieved, while also maintaining a clear vision and not losing sight of the bigger picture.
- ***Continuous Improvement:*** The Intern ensured work met or exceeded standards, and identified and implemented ways to make job tasks or processes more efficient.

INTERN LEADER AWARD

Purpose:

The purpose of this award is to recognize an Intern who has displayed extraordinary leadership which moved forward the mission of the Internship program as they rotate in an IC/office. This award acknowledges the outstanding contribution Interns make to the IC/Office through which they rotate and/or the other NIH or HHS-wide activities in which they participate, thereby enhancing the visibility and reputation of the Administrative Interns and Fellow within the NIH community. This individual has inspired and motivated others to perform at their highest level through their ability to create a shared vision and to make sound decisions that took into account objectives, risk, and implications.

Timeframe Covered by the Award:

Graduating Interns may be nominated for activities/accomplishments that occurred at any point during their Internship program.

Eligibility:

All Interns graduating within the calendar year are eligible to be nominated for this award.

Any NIH staff person or other federal government employee/retiree who has worked directly with a graduating Intern may submit a nomination for this award.

Interns may **not** nominate another Intern, or themselves, for this award. No more than two individuals will be selected to receive the Intern Leader Award.

Evaluation Criteria:

Nominations will be evaluated based on the following criteria:

- ***Building Coalitions:*** The Intern worked effectively with others and leveraged information within their own area, across NIH, within HHS, and/or across the scientific community to achieve effective outcomes. The Intern recognized the importance of cooperation and collaboration in achieving the desired results.
- ***Strategic Thinking:*** The Intern demonstrated an extraordinary ability to analyze obstacles and problem solved solutions to ensure desired outcomes were achieved. The Intern displayed resourcefulness in addressing problems/obstacles. The Intern's decisions promoted an environment that supported and capitalized upon the diversity of viewpoints and group members. The Intern possessed a high level of self awareness that enabled him/her to remain non-judgmental, curious and open to new information and novel ideas.
- ***Results Focused/Visionary:*** The Intern built and shared a compelling view of the direction of the group as a means to engage and motivate others toward a common goal. The Intern was able to understand and not lose sight of the bigger picture, even when others became over-involved in minor details. The Intern demonstrated an optimism that inspired others to translate the vision into action.

APPENDIX

NIH Administrative Internship Programs Awards Nomination Form

Guidance:

All Intern Award nominations must be submitted on the form provided. Forms must be submitted electronically and may be filled out in PDF format. The Intern Awards Nomination Form may be found at the following website: <http://trainingcenter.nih.gov/Internawards>. Completed forms must be submitted to the ATC Executive Secretary at Internawards@mail.nih.gov and are due by no later than 5:00 p.m. (EDT) on the date nominations close.

It is recommended the nomination package be saved in the following format: Nominee Name-Award Category-Date. [Example: JSmith-Intern Leader-2011]

A well written nomination contains specific examples of the nominee's accomplishments and contributions to effectively support organizational objectives during the internship. Cited actions, their impact and significance are important and should be stated clearly. Providing detailed descriptions and information about the significance and impact of the nominee's actions helps the nomination committee adequately assess and evaluate the information against the specified award criteria.

Examples of characteristics a nominee might possess are provided in the handbook. These descriptions are provided as examples to illustrate behaviors that might merit a nomination. The nomination statement does not need to address all these examples

Review the Handbook in detail and specifically note the summary chart to ensure eligibility. Use clear, concise statements in the nomination statement and spell out all acronyms. Avoid statements that describe personal beliefs or philosophies. Use neutral language - the actions should speak for themselves. Wherever possible, quantify/qualify the nominee's accomplishments with specific examples.

Anyone submitting a nomination is encouraged to review the NIH Administrative Internship Programs Awards Handbook to ensure the nomination description of the nominee's accomplishments meets the Award criteria. A summary chart of the awards categories and criteria for each can be found in the handbook.

The Handbook contains further information and guidelines regarding the various awards. Please note, not following the appropriate guidelines may impact the rating of the nomination. Questions can be submitted to the ATC Executive Secretary at Internawards@mail.nih.gov.

Administrative Internship Programs Awards Nomination Form

Nomination Information:

Nominator:		Nominee:	
Name:		Name:	
Title:		Title:	
IC/Office:		IC:	
Phone:		Phone:	
Email:		Email:	

Intern Awards Categories/Criteria:

<input type="checkbox"/>	Intern Collaborator	<input type="checkbox"/>	Intern Innovator	<input type="checkbox"/>	Intern Leader
C1	<i>Team Player</i>	C1	<i>Creativity</i>	C1	<i>Building Coalitions</i>
C2	<i>Communication</i>	C2	<i>Problem Solving</i>	C2	<i>Strategic Thinking</i>
C3	<i>Supporter</i>	C3	<i>Continuous Improvement</i>	C3	<i>Results-Focused/Visionary</i>

Plaque Citation (*Optional*)

Instructions: Please describe the reason for this nomination and address the criteria for the award in your narrative: Responses must not exceed one typewritten page.

Please describe the nominee’s specific actions to warrant recognition for this award?